



Virginia Information Technologies Agency



VITA Update

Greg Searce

VITA Sourcing Consultant





Agenda

- Working with VITA
- Revised “Consumables” list – more flexibility
- Guidance on Printers – IT Partnership or VITA contracts?
- Highlighting new contracts and more

Halloween Trivia





Infrastructure

- Infrastructure is defined as all items ***connected to the network***, including desktops, laptops, servers, email, printers, security, help desk, desktop IP phones, basic Microsoft desktop software (Word, Excel, Outlook, PowerPoint) and Microsoft CALs.
- In this area there is no delegated authority for Executive Branch agencies
- For Exec. Branch agencies, renting/leasing printers from VITA contracts is not allowed without receiving an exception from the CIO



APR Rules

- IT investment requests of greater than \$250,000 in value still require the submission of an APR from through CTP. This is a change from the previous threshold of \$100,000
- *However....* VITA's procurement delegation remains unchanged
- Use of VITA's statewide contracts is mandatory for IT goods and services (Executive Branch Agencies)
- VITA's telco services are mandatory for all Executive Branch Agencies and Institutions of Higher Education



APR Information

- APRS must be entered into CTP by the AITR
- Forms submitted via emails will be returned to the agency
- If you have the old paper form, delete it immediately as it contains not only out of date APR information requirements but also out of date VITA contact information
- APR information can be found at <http://vita.virginia.gov/scm/default.aspx?id=671#process>
- Contact constance.scott@vita.virginia.gov should you have any questions



Delegation Chart

Applies to Customers under VITA's Procurement Authority	In-Scope Goods & Services (Infrastructure & Enterprise Applications)	Out-of-Scope Goods & Services (Agency Specific Applications, "Consumables" & Infra. Authorized by MOU)	Telecommunication Services
In-Scope Customers (Infrastructure Services provided by NG)	\$0 V-code all orders to VITA as supplier	\$100,000 V-code orders >= \$100k to Supplier	\$0 TSR thru VITA
Out-of-Scope Customers (Infrastructure Services NOT provided by NG)	\$100,000 V-code orders >= \$100k to Supplier	\$100,000 V-code orders >= \$100k to Supplier	\$0 TSR thru VITA
Higher Ed – Tier I	\$100,000 V-code orders >= \$100k to Supplier	\$100,000 V-code orders >= \$100k to Supplier	\$0 TSR thru VITA
Higher Ed – Tier II & III	Not Applicable	Not Applicable	\$0 TSR thru VITA



Delegation Cont'd

- Cooperative contracts require CIO approval
- Sole Source IT Procurements of >\$100,000 in value require VITA approval (lower amounts may be approved locally).
- Requests for delegation, sole source and cooperative contract approval should be sent to scminfo@vita.virginia.gov
- Forms are available at: <http://www.vita.virginia.gov/scm/default.aspx?id=91>



Revised “Consumables” List

Link to list:

http://www.vita.virginia.gov/uploadedFiles/VITA_Main_Public/SCM/VITA_IT_Consumables_List.pdf

-What software is included?

Desktop software that is not part of the bundled software provided by NG.

-What software should be V-coded and processed by VITA?

In-scope infrastructure and enterprise applications, such as PeopleSoft, Oracle, WebSphere, DB2, etc.



Consumables List FAQs

-How should software license and maintenance renewals be processed?

- R-Code if “consumable”
- V-Code for VITA to process if “in-scope”

-Is there a contract that should be used to procure Microsoft Products?

Yes. Products not included in the standard image (i.e. Project, Visio) must be procured from SHI. They are the Large Account Reseller for Microsoft Products and are also a SWAM supplier.



Consumables List FAQs

-How do I order non-networked laptops or computers?

- Non-NG supported computers must be approved as an exception by your Customer Account Manager (CAM).
- Any requisitions must be V-coded and be sent through VITA (V coded)

-How do I order iPads or other tablets?

- if you need cellular service – through a TSR
- Stand-alone – R-coded eVA order (use state contracts for iPads)

-Are VITA statewide contracts mandatory for purchases under \$5,000?

Yes

More Halloween Trivia





Printers

- Acquiring Networked/Non Networked Printers
- New Printer/Copier Contracts with MPS: Canon, Cobb, Daly, Lexmark, Ricoh, Sharp, VBS and Xerox. MPS agreements with all except Sharp



Upcoming VITA Contracts

- PC/Laptop/Other IT Devices & Peripherals
- Desktop Productivity Software
- Digital Subscription Management
- IT Labor



VITA SCM Statewide Contracts

- Most SCM contracts can be used by any public body. If you have a doubt, refer to the “Authorized Users” section of the contract
- Most of the commodity-based contracts contain a Request for Quote (RFQ) clause.
- Get a quote from a contractor holder. You can compete them against other suppliers who also have a contract
- This competition, along with money on the table, will give you the best result
- Link: <http://www.vita2.virginia.gov/procurement/contracts.cfm>



Supply Chain Management Links

- Main web page: www.vita.virginia.gov/scm
- VITA contracts: www.vita.virginia.gov/procurement
- BUY IT Manual: www.vita.virginia.gov/scm



Questions and Yes More Halloween Trivia

**HAPPY
HALLOWEEN**